

Chapter 13 Case

***PRIVACY STATEMENT:** All personal identifiers (i.e. all but the last four digits of Social Security Numbers, names and ages of dependant children, etc.) must be redacted from each and every document prior to filing with the court. The court docket is a public record and, therefore, failure to redact or remove personal identifiers could result in this information being publicly accessed. **Tax Return information** is located in the 'Self Help' page on our website www.rib.uscourts.gov.

- ☐ **Filing fee of \$274.00**
If the fee is to be paid in installments, the debtor must file a signed application for court approval. Official Form 3A and Rule 1006(b), Fed.R.Bankr.P.
- ☐ **Voluntary Petition (Official Form 1).**
This is the **required** form to file bankruptcy. It must be complete at the time of filing. Fed.R.Bankr.P 1007(a)
- ☐ **Matrix.** Must be submitted **WITH** the petition or due within 2 business days thereafter. See Court instructions. On main page of website click on Court Forms, scroll down to General Instructions - to Instructions for Submission of the Creditor Matrix on Disk. Also see LBR 1002-1(d).
- ☐ **Statement of Social Security Number (Official Form 21),** if petition is filed in paper form. Required if debtor is an individual. Must be submitted **WITH** the petition or due within 2 business days thereafter. Rule 1007(f), Fed.R.Bankr.P. *Note: if the petition is filed electronically, Local Form P.3 replaces this document.
- ☐ **Certificate of Credit Counseling and Debt Repayment Plan. (Or § 109(h)(3) certification or § 109(h)(4) request) .** Required if debtor is an individual. Must be filed **WITH** the petition or within two business days thereafter. Rule 1007(b) & (c), Fed.R.Bankr.P. Note: the credit counseling agency will provide the certification form to be filed.
- ☐ **Copies of all payment advices or other evidence of payment received by the debtor from any employer within 60 days before the filing of the petition OR an Affidavit stating that none exist.** Required if the debtor is an individual. Must be filed **WITH** the petition or within 15 days. Rule 1007(b) & (c), Fed.R.Bankr.P.
- ☐ **Notice to Individual Debtor with Primarily Consumer Debts under 11 U.S.C. § 342(b),** if applicable. Must be filed with the petition or within 15 days. 11 U.S.C. §§ 342(b); 521(a)(1)(B)(iii); 707(a)(3).
- ☐ **Notice to debtor by "bankruptcy petition preparer,"** if applicable. Must be filed **WITH** the petition if prepared by a "bankruptcy petition preparer." 11 U.S.C. § 110(b)(2)(B); Official Form 19B.
- ☐ **Certificate of Pro Se Debtor.** Must be filed with the petition or within 15 days. LBR 1007-1(a) and Local Bankr. Form [to be designated in next update of Local Rules]
- ☐ **Statement disclosing compensation paid or to be paid to a "bankruptcy petition preparer" as defined in 11 U.S.C. § 110(h).** Must be filed **WITH** the petition if the "bankruptcy petition preparer" prepares the petition or within 15 days. 11 U.S.C. § 110(h).
- ☐ **Statement of current monthly income, etc. (Official Form 22C and completed checkbox re: presumption).** Required if the debtor is an individual with primarily consumer debts. Must be filed **WITH** the petition or within 15 days. Fed.R.Bankr.P 1007.
- ☐ **Schedules of assets and liabilities (Official Form 6).**
Must be filed with the petition or within 15 days. Fed.R.Bankr.P 1007(b) & (c).
- ☐ **Schedule of executory contracts and unexpired leases (Schedule G of Official Form 6).**
Must be filed with the petition or within 15 days. Fed.R.Bankr.P. 1007(b) & (c)
- ☐ **Schedules of current income and expenditures (Schedules I and J of Official Form 6).**
Must be filed with the petition or within 15 days. 11 U.S.C. § 521(1) and Fed.R.Bankr.P 1007(b) & (c)
- ☐ **Statement of financial affairs (Official Form 7).**
Must be filed with the petition or within 15 days. Fed.R.Bankr.P 1007(b) & (c).
- ☐ **Statement disclosing compensation paid or to be paid to the attorney for the debtor.**
Must be filed within 15 days or any other date set by the court. 11 U.S.C. § 329 and Fed.R.Bankr.P 2016(b)
- ☐ **Chapter 13 Plan.** Must be filed with the petition or within 15 days, using Local Bankr. Form W. Fed.R.Bankr.P 3015.
- ☐ **Chapter 13 Agreement Between Debtor and Counsel.** Must be filed with the petition or within 15 days, using Local Bankr. Form V.